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| Dhananjay B. Bodkhe  (MLS, B.A.) |



#### Career Objective

To work in esteemed organization which will give me an ample opportunities to apply my skills and to contribute myself in the growth of the organization in the most effective manner by being as a key and an effective team player.

#### Unique Differentiation

* Initiative attitude.
* Good leadership quality with effective team building skill.
* Result oriented and Flexible.
* Quick learning and smart thinking.

#### Career Synopsis

* Qualified with B.A. From NMU Jalgaon & Masters of Labour Studies from MILS, Mumbai
* Overall 4 years of experience in Human resource, Admin and Industrial relations.
* Currently associated with JSW steel Ltd.

#### Work Experiance

**Organization:** JSW Steel Ltd, Dolvi, Pen, Raigad.  
**Job Title:**  Senior Officer HR. (Welfare Officer)   
**Reports to:** DGM, HR and IR.

**Time Period:** 27th June 2018 to till date.

**Work Responsibilities at JSW Steel Ltd.**

**Employee Relations & Employee welfare.**

* Conduct Open House Meetings on a fortnightly basis across the plant.
* To prepare the MOM of open house meetings as closed the queries raised by the employees at the earliest.
* Conduct the Employee of the Quarter program throughout the plant.
* Active participation in various welfare committees like canteen committee, safety committee and contribute in the improvement of on-site welfare and safety.
* Advise on fulfilment by the management and the concerned departments of the Unit of obligations, statutory or otherwise.
* Ensure timely provision of various facilities, services and amenities provided to workers for improving their health and efficiency.
* Employee Grievance Handling – Interacting with people and resolving their day to day problems.

**Statutory Compliance, Associate & Contract Labour Management**

* Liasoning with Various Government Authorities PF, ESIC, Factory Inspector and Labour Office.
* Issuance of gate passes to the contractors.
* Updating MIS of Contract Labour as per their Category.
* Preparing Department wise monthly reports of Contract Labour.
* Resolving grievances of Contract Labour in respect of Minimum Wages, PF & other statutory benefit.
* Responsible for the registration of new employees under the ESIC.
* To update the Employee’s personal details on ESIC portal.
* Processing required Forms under ESIC for receiving benefits under ESIC Act 1948.
* To upload the Monthly contribution of ESIC and generation of challans.
* To ensure stringent compliance to various labour laws, via labour management, statutory requirements and documentation.
* Verifying & granting HR clearance to contractual bills & ensuring payment for the related jobs are made on time.

**Disciplinary Action**

* To lend support in maintaining good standards of discipline in the company.
* Monitor daily attendance, and investigate and understand causes for staff absences.
* To take necessary action in case of unauthorized absence and other misconducts.

**Recruitment & Selection**

* Coordination with HODs for required manpower.
* Source potential candidates through online channels.
* Plan interview and selection procedures, including screening calls, assessments and in person interviews.
* Assess candidate information, including resumes and contact details.
* Design job descriptions and interview questions that reflect each position’s requirements.
* Campus recruitment for DET & GET.
* Recruitment drive for Technicians.

**Performance Management**

* To support in successful completion of Mid-Year & Annual performance appraisal process.
* Ensure that all timelines are adhered to.
* Ensure performance ratings of all the employees are received from the HOD’s and Plant Heads.
* Ensure that the ratings process falls under the bell curve of the organization, discussion with the HOD’s.
* Timely completion of the Performance Appraisal Cycle.

**Administration**

* Taking care of accommodation and hospitality for new joined Associate employees.
* Resolving issue regarding Canteens, Transport and other welfare facilities for associate employees.
* To track on ENFA & DMS System.
* To create SE, to create FRF for Advance & to create PR in SAP System.

**Other Activities:**

* Communication of the Flexi compensation policy to employees.
* Co-ordination for surveys like, GPTW, Employee Satisfaction etc.
* Organized the **LAMHE** Award.
* Co-ordination for Excellence Award.
* TO seat with the concerned dept. HOD,s and to prepare organization chart.

**Organization:** Kellogg India Private Limited, Taloja MIDC, Panvel, Dist-Raigad.  
**Job Title:**  Executive.   
**Reports to:** Sr. Manager HR.

**Time Period:** 18th January 2016 to 20th June 2018.

**Key Role & Responsibilities**

* Manpower planning and follow ups with contractors to arrange adequate manpower to meet the production volume.
* Payroll Inputs.
* Sourcing candidates from various job portals like Naukri, Monster etc.
* Short listing the CV’s and calling shortlisted candidates and to arrange their interviews with front line manager.
* Co-ordinating with the candidates for their joining & pre-employment check-up.
* Preparing certificate for rewards & recognition and issuing the same to the employees at the time of monthly meeting.

**General Administration**

* Arranging monthly meetings and trainings at plant or other places as well as maintaining all the training record.
* Follow ups with the canteen vendor to arrange the food accordingly or as per the availability of the workers at plant or at other places.
* Keeping all the record of canteen expenses & transport expenses.
* Responsible to issue access control card to new joiners.
* Issuing PPE’s to the visitors & auditors.
* Responsible to issue uniforms, safety shoes & safety goggles to the new joiners.
* Responsible to arrange plant round activities of new joiners or visitor.

**Statutory Compliance**

* Maintaining all the statutory register under various Acts.
* Maintaining all the statutory challans.
* Filing Monthly, Quarterly, Half yearly, Annual Returns submission under various Acts.
* Monthly Preparation of Factory Compliance MIS Report.
* Conducting contract labour audit which happens once in every quarter.
* Contract labour induction, Document verification and registration through CLMS software.
* Follow ups with contractors for monthly challans, registers and other correspondence.
* All the Vendors/ Contractors monthly invoice checking compare to statutory norms.
* To maintain agreement of all the vendors & preparation for renewal before the same get expires.
* Apprentice online registration of BOAT as well as Trade apprentice & to maintain their all the record.
* Visit to PF office, ESIC office, Labour office, DISH office, FSSAI, FDA office for timely correspondence.
* Good acquire in handling PF, ESIC, Labour, and Factory Inspector during their visit & inspection.
* Good acquire in handling legal audit which carries out internally as well as externally by an establishment on periodic basis to ensure the statutory compliance.
* Obtaining drawing approval from MIDC & DISH office.
* Taking care of online registration of an establishment under various acts, License renewal of Factory, amendment in registration certificate under CLRA-1970, amendment in certified standing order etc.
* Liasoning with various government authorities for timely correspondence.

**Employee Relations**

* Understanding employee concerns through, counselling and escalate to appropriate levels and ensuring resolution of the concern.
* Maintenance of harmonious relation by regular interaction with workers through floor communication, & Handling daily Labour dispute & grievance and sort out the problem day to day.
* Employee engagement activities by arranging various events such as Family Picnic, Sports Day, Blast Day etc.
* Handling the Disciplinary proceedings through various actions such as issuing Warning Letter, show cause notice, charge sheets etc.

#### Projects Undertaken

**Block Placement**

**Siemens India Ltd. {Jan 2015 - Mar 2015 (3 months)}**

* Project- A study of human resource information system.
* Collected and validated the relevant data of 500 employees.
* Successfully distributed the safety measures amongst the employees.
* Participated in an induction program and introduced about the HRIS to the new joiners.
* Worked on recruitment & Selection.
* Worked on joining formalities of new comers.

**Summer Internship**

**Endurance Technologies Pvt. Ltd. K228/29 Plant, Waluj M.I.D.C., Aurangabad.**

**{May 2014 - July 2014 (3 Months)}**

* Project: - A study of statutory compliances at endurance technologies pvt. ltd.
* Conducted contract labour audit for 3 contractors and have also ensured to close the non-compliance point.
* Worked on time track software i.e. attendance, shift schedule, over time, leaves, holidays etc.
* Worked on contract labour management system.
* Celebrated an environment program and successfully spread information regarding workers safety on environment day.
* Participated in JIPM audit and introduced about the safety of the plant.

#### Presentations & Paper Submitted

* Role play on “domestic enquiry”. MILS-II, 2015.
* Book review on The Monk who sold his Ferrari, MILS-I, 2014.
* Problems of venders and hawkers MILS-I, 2013.
* Disaster management and safety awareness MILS-I, 2013.

#### Award & Certification

* Got an excellence award in August 20019 for implementing RAMCO system & assisting in data collection of the contractor within a very short period of time.
* Got appreciation letter as well as the trophy in June 2017 for arranging adequate manpower during the summer season which helped enormously in ensuring continuous operations to deliver required production volume in Kellogg India Pvt. Ltd.
* Got awarded as the best batsman in Aparajitha Cricket Premiere League held in Feb-2017.
* Got first prize in men’s 200 meter championship held in Feb-2017 at Aparajitha.
* Head of sports committee in “Ashwamedh Ganesh Festival”-2013-15.
* Winner of chess championship in “Ashwamwddh Ganesh Festival’’-2013-15.
* Winner of management theme presentation MILS-I, 2013.
* Got selected for intergroup cricket tournament for two years from Erandol zone under Jalgaon University.
* Played for inter college cricket championship for three years from NYNC Chalisgaon in 2010, 11 & 12.
* Stood third in Erandol chess championship from NYNC Chalisgaon in the year 2011.

#### ACADEMICS

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| Course | Institute & University | Year of Passing | Percentage |
| M.L.S. | LNML MILS, Mumbai | 2013-15 | 56.50% |
| B.A. | NMU Jalgaon | 2012 | 55.83% |
| H.S.C. | Nashik Board | 2009 | 46.83% |
| S.S.C | Nashik Board | 2007 | 61.23% |

#### Personal Information

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| Date of birth | 11th Nov 1991 |
| Email address | dhananjaybodkhe.mils@gmail.com |
| Mobile number | 9607971261/8424958885 |
| Current residential address | Room No-303, 3rd Floor, Sapphire Orial, Plot No 68, Sector 6, Karanjade, Panvel, New Mumbai, 410206 |
| Permanent residential address | At/post-Karanajgaon, Tal-Chalisgaon, Dist-Jalgaon,424108 |
| Languages known | English, Hindi, Marathi |
| Hobbies | Playing cricket, chess. |

Date :- (Dhananjay B. Bodkhe)